

**SUMMARY OF THE MEETING OF THE
NELAC BOARD OF DIRECTORS
JULY 30, 1998**

The Board of Directors of the National Environmental Laboratory Accreditation Conference (NELAC) met on Thursday, July 30, 1998 at 1:30 p.m. Eastern Daylight Time by teleconference. This meeting of the Board was led by its chair, Dr. Kenneth Jackson of the New York State Department of Health using the agenda which had been distributed to Board members earlier. The list of action items is shown in Attachment A; the list of participants is shown in Attachment B.

INTRODUCTION

Dr. Jackson opened the meeting by welcoming newly elected members Ms. Sylvia Labie of the Florida Department of Environmental Protection and Ms. Jackie Sample of the U.S. Department of Defense. He noted that Dr. Charles Hartwig, past chair, had accepted the role of Senior Advisor but could not participate in this meeting.

AGENDA ISSUES

Approval of Minutes

Dr. Jackson asked members for comments on the minutes of the meetings of June 29 and July 22, 1998. Following discussion and clarification, they were approved.

Field Measurements and Constitution & Bylaws

Ms. Bouchard, chair of the Program Policy and Structure committee, described committee considerations which resulted in the decision to not submit changes to the NELAC Standards at NELAC IV which would include Field Measurement. However, it was noted that Field Measurements has long been specified in Figure 1-3, which demonstrates the intention of the Conference to eventually include Field Measurements in the NELAC purview.

The proposal to include Field Measurements was announced at NELAC IV, and the committee is prepared to submit this issue to vote at NELAC V.

Committee Liaison

Dr. Jackson reviewed the history of assigning a Board member as liaison to a specific committee to ensure good communications between the Board and the Committee. He has received positive responses to this proposal. Members agreed that this is a good idea, and that the agenda for each Board meeting should include a regular item to ensure good communications. Further, it was agreed that a policy should be drafted outlining the purposes and boundaries of the liaison; Ms. Mourrain, Dr. Jackson, and Dr. Cada agreed to prepare this draft for review at the next meeting.

Following discussion, committee liaison assignments were completed and are shown in Attachment C. Dr. Jackson agreed to contact the respective chairs with this information and that a policy is being drafted regarding NELAC committee liaison.

Scott Siders Comments

An Email from Mr. Scott Siders of the Illinois EPA to Dr. Jackson, included in the preparatory material for this meeting, was discussed. This Email stressed the need for cooperation and compromise in the development of NELAC.

Mike Ciolek's Comments

Ms. Mourrain called the Board's attention to the Email relating Mr. Mike Ciolek's complimentary comments on NELAC IV.

Committee Membership

Ms. Dutrow noted that several committee rosters have not yet been completed this year, and that many of the committee members' terms of service are not adequately defined. Following discussion, Ms. Dutrow agreed to write a letter to each chair requesting their prompt attention to this matter. She requested each committee liaison remind their committee to complete this action as soon as possible.

Historian

Ms. Mourrain reported that Mr. Don Zahnizer, of Eastman Kodak, has expressed enthusiasm for beginning this work. Dr. Jackson will invite Mr. Zahnizer to perform this duty, and will suggest the names of several individuals who have a long association with NELAC and its predecessors who will provide valuable resources to Mr. Zahnizer.

ECOS

Ms. Finazzo and Dr. King discussed their contacts with The Environmental Council of the States (ECOS), noting that Ms. Carol Batterton has initiated contact with ECOS having written letters to Commissioner Shinn and to the ECOS scheduler to have NELAC put on the meeting schedule. It was agreed that Ms. Batterton will report to the Board on the results of these contacts. Dr. King offered to pursue his legislative contacts with the National Conference of State Legislators (NCSL) Environment Committee on behalf of NELAC.

Response to Fred Hansen's Letter

The letter of June 26 to Ms. Carol Batterton, the past NELAC chair, from Mr. Fred Hansen, EPA Deputy Administrator, was reviewed, noting that he had requested that NELAC establish a subcommittee to address PBMS issues. It was agreed that Dr. Jackson will draft a response for the Board to review in which he and Ms. Batterton should respond jointly to this letter.

Environmental Laboratory Washington Report

Noting a report in this newsletter, Ms. Mourrain focused on wording indicating that EPA would eventually issue a national policy that all testing for the federal government be completed only by NELAC-accredited labs. While this is traceable to the keynote address, but with important errors. Ms. Mourrain offered to write an explanatory letter to the newsletter clarifying this issue and supplying the correct information.

Supplemental Requirements

Ms. Mourrain noted that supplemental requirements by accrediting authorities needs to be carefully reviewed and clarified by the Transition Committee. This would differentiate the role of a State as a NELAC accrediting authority for a laboratory and its role as a client of the laboratory. Dr. Brokopp will work with the Transition Committee to clarify supplemental requirements.

Discussion with Henry Longest

Dr. Jackson related to the Board his call from Mr. Henry Longest, III on July 9 discussing NELAC's request that ELAB form a subcommittee on PBMS.

ASTPHLD letter

Dr. Jackson noted the supportive letter received from Mr. Eric Blank, President of the Association of Public Health Laboratories, indicating that he will respond to it, with a copy to the Board.

NELAP Laboratory Assessor Training

Ms. Finazzo is collecting information and will be ready to present information at the next meeting.

Streamlining of Voting

The Board considered the possibility of speeding up the NELAC voting process from previous meetings. This issue was deferred to the next meeting.

Effective Date for Implementing Standards

As one facet of this question, Dr. Brokopp addressed which revision of the NELAC Standards should be employed to evaluate both Accrediting Authorities and laboratories. He noted that the Transition Committee will shortly draft language for the Board's review that addresses which standards should be applied to the Accrediting Authority and the time its to come into compliance with any revision. This is consistent with new wording adopted in section 6.5(e). The Board recommended that laboratories should also be held to this timetable.

Additionally, there is the question as to the "effective date" of newly adopted Standards. Dr. Brokopp presented several options, recommending that the Standards become effective as of the date of the date of adoption. He suggested that accrediting authorities allow laboratories a specified period of time to comply with the newly adopted Standards.

August Meeting with EMMC Representatives

Dr. Jackson indicated that plans for this meeting to discuss the EPA position on PBMS are progressing. He indicated that the meeting will be scheduled during the last week in August. He agreed to contact participants as soon as possible in order to permit travel scheduling.

Ms. Mourrain related various changes that are being made to improve the flow of communications between NELAC and EMMC.

Teleconference Schedule

Dr. Jackson reviewed the previous convention of holding regular Board meetings the last Thursday of the month, asking if this Board wishes to continue on this schedule. Following discussion, it was agreed to continue this practice, excepting the November and December call moved to 11/19 and 12/17 to accommodate holiday schedules.

Interim Meeting Planning

In order to ease participation in the NELAC meetings, several alternative schedules were discussed. Several members agreed with shifting the annual cycle to Spring & Fall meetings. Implementing such a shift could place NELAC Vi in March or April 2000, with following meeting on the planned 6 month schedule. Ms. Mourrain asked that this proposal be put to the chairs, since committee work is most strongly effected by such a change. Ms. Dutrow will poll the chairs on this issue.

NEXT MEETING

The next meeting of this Board is scheduled for August 27, 1998.

ACTION ITEMS
NELAC BOARD OF DIRECTORS MEETING
JULY 30, 1998

Item No.	Action Item	Date To Be Completed
1.	Carol Batterton will report on her contacts with ECOS.	To be done
2.	Barbara Finazzo will report on her findings regarding NELAP Laboratory Assessor Training at the next Board meeting.	8/27/98
3.	Agendas for regular board meetings will include reports from committee liaison.	Ongoing
4.	Ken Jackson, Jeanne Mourrain, and Ron Cada will prepare a draft policy on committee liaison.	9/17/98
5.	Ken Jackson will inform the committee chairs: a) that a policy is being drafted regarding Board liaison and b) who has been appointed for their committee this year.	Completed
6.	Chuck Brokopp will bring draft clarification for effective implementation dates for the Standards for Board review.	9/11/98
7.	Ken Jackson will contact participants in the EMMC meeting as soon as a date can be set.	Completed
8.	Betsy Dutrow will write a letter to each chair requesting their prompt completion of nomination of the full complement of committee members.	8/28/98
9.	Board Liaisons will remind their committees to complete their nominations of committee members to the Chair for his appointment.	Ongoing
10.	Ken Jackson will invite Mr. Zahnizer to be NELAC historian, and will suggest the names of several individuals who have a long association with NELAC and its predecessors.	9/11/98
11.	Ken Jackson will draft a response to Fred Hansen's letter of 6/26/98.	Agenda 8/27/98
12.	Jeanne Mourrain will write an explanatory letter to ELWR clarifying the issue of a national policy directive and supplying the correct information.	Completed
13.	The Transition Committee will review and clarify the issue of supplemental requirements.	9/11/98
14.	Betsy Dutrow will poll the chairs on the issue of moving the NELAC meeting cycle from Winter/Summer to Spring/Fall.	9/24/98
15.	The issue of revising the voting process will be discussed in the next meeting.	Agenda 8/27/98

PARTICIPANTS
NELAC BOARD OF DIRECTORS MEETING
JULY 30, 1998

Name	Affiliation	Phone Numbers
Dr. Kenneth Jackson, Chair	New York State Department of Health	T: 518-485-5570 F: 518-485-5568 Email: jackson@wadsworth.org
Ms. Carol Batterton (absent)	Texas Natural Resource Conservation Commission	T: 512-239-6300 F: 512-239-6307 Email: cbattert@tnrcc.state.tx.us
Dr. Charles Brokopp	Utah Department of Health	T: 801-584-8450 F: 801-584-8486 Email: cbrokopp@doh.state.ut.us
Dr. Ronald Cada	Colorado Department of Public Health and Environment	T: 303-692-3096 F: 303-344-9989 Email: ron.cada@state.co.us
Ms. Carolyn Cross	US Environmental Protection Agency	T: 919-541-3151 F: 919-541-4261 Email: cross.carolyn@epamail.epa.gov
Ms. Betsy Dutrow	US Environmental Protection Agency	T: 202-564-9061 F: 202-565-2441 Email: dutrow.elizabeth@epamail.epa.gov
Ms. Barbara Finazzo	US Environmental Protection Agency, Region 2	T: 732-321-6754 F: 732-321-4381 Email: finazzo.barbara@epamail.epa.gov
Dr. Gary King	New Mexico State Legislature	T: 505-832-4461 F: 505-832-4467 Email: lgking@nm.net
Ms. Sylvia Labie	Florida Department of Environmental Protection	T: 850-488-2796 F: 850-922-4614 Email: labie_s@dep.state.fl.us
Ms. Jeanne Mourrain	US Environmental Protection Agency	T: 919-541-1120 F: 919-541-4261 Email: mourrain.jeanne@epamail.epa.gov
Dr. James Pearson	Virginia Division of Consolidated Laboratory Services	T: 804-786-7905 F: 804-371-7973 Email: jpearson@dgs.state.va.us
Ms. Jackie Sample	US Department of Defense	T: 803-743-8673 F: 803-743-8668 Email: sample_jackie_h@hp.navsea.navy.mil

Name	Affiliation	Phone Numbers
Dr. Gene Tatsch (contractor support)	Research Triangle Institute	T: 919-541-6930 F: 828-628-0659 Email: cet@rti.org

NELAC Board Liaison Assignments

Committee	Chair	Board Liaison
Program Policy and Structure	Pauline Bouchard	-- no assignment --
Proficiency Testing	Anne Rhyne	Betsy Dutrow
On-site Assessment	Ste	Jackie Sample
Accreditation Process	Marge Prevost	Ron Cada
Quality Systems	Joe Slayton	Silky Labie
Accrediting Authority	John Anderson	Barbara Finazzo
Regulatory Coordination	Carl Kircher	Gary King
Conference Management	Marion Thompson	Jim Pearson
Membership and Outreach	Irene Ronning	Jeanne Mourrain
Nominating	Carol Batterton	-- no assignment --
Field Measurements	Bart Simmons	Carol Batterton
National Database	Matt Caruso	Ken Jackson
Transition	Chuck Brokopp	Chuck Brokopp